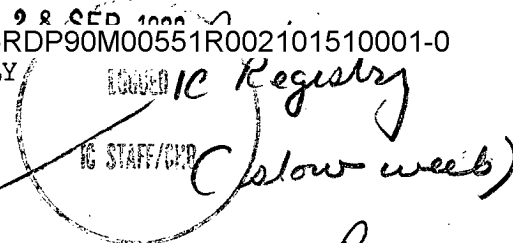


~~ADMINISTRATIVE~~ INTERNAL USE ONLYICS No. 6379-88
14 September 1988

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MEMORANDUM FOR:

FROM:

Information Management Officer, ICS

SUBJECT: Requirement to Report Classification Decisions

1. During the week of 18 - 24 September 1988, a count is to be made of the number of classified documents created in each Agency component. This data will be incorporated into the Agency's Annual Report to the Information Security Oversight Office (ISOO). ISOO, in turn, uses this information in its Annual Report to the President. Pursuant to Executive Order 12356, ISOO has the authority to require such reports from Federal agencies to ensure their compliance with Executive Order 12356.

2. Please use the attached format to report the original and derivative classification decisions made in your office during the week of 18 - 24 September 1988. The count of original classification decisions must be broken down according to those that specify a date or event for declassification, and those that specify Originating Agency's Determination Required (OADR) for declassification.

3. Please return the attached form to me by COB 27 September 1988. If you have any questions call me on

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1. Original Classification Decision: A decision made by the incumbent of a position delegated original National Security Classifying Authority in writing. Delegation of original classification authority is held to a minimum and may not be redelegated. In order to avoid unnecessary original classification decisions, individuals with original classification authority should, whenever possible, use the Agency Classification Guide [redacted]. A list of positions/officers with classifying authority is maintained by the Agency Security Classification Officer ([redacted]). An original decision will look like this:

*CL BY 0001234
**DECL OADR

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2. Derivative Classification Decision: A decision based on an item(s) in the Agency Classification Guide [redacted] or from a source document(s) or from a compartmented policy manual. This is the most common method of classifying. All Agency employees have the authority to make derivative decisions based upon their clearances. A derivative decision will look like this:

*CL BY 0005678
**DECL OADR
***DERIVED FROM COV 1-82 or BYE-1 or IPM, etc.

3. OADR, DATE or EVENT: These terms refer to when a document can be declassified. For the purposes of this report, count only the declassification instruction associated with original decisions (Columns 1 and 2). "OADR" stands for Originating Agency's Determination Required and means that the document cannot be automatically declassified. OADR is usually used in the Agency. "Date or Event" means the document can be automatically declassified on a specific date or when a specific event takes place (Column 2) and is seldom used in the Agency.

*CL stands for "classified" by. It is followed by the employee number of the individual responsible for classifying the document. It is required on both original and derivative classification decisions.

**DECL stands for "declassification." It is required on both original and derivative classification decisions. It is always followed by either "OADR" or a specific date or event.

***DERIVED FROM should always be present on derivative classification decisions. It should never be used on original classification decisions.

REPORT OF CLASSIFICATION DECISIONS
MADE 18-24 SEPTEMBER 1988

Instructions

Record in the space provided below the number and type of classification decisions made by your office for the period 18-24 September 1988. Column 1 and 2 should be used only to record original classification decisions. Column 3 should be used only to record derivative classification decisions; we are not required to report declassification information concerning derivative decisions.

What do you count?

- a. All classified documents (letters, reports, publications, etc.) created in your office during the period 18-24 September 1988. Count each document only once; do not count letterex or reproduced copies.
- b. Field Correspondence (cables, telepouches, dispatches, transmittal manifests) received from the field during the 18-24 September 1988 period for which your office is the ACTION office. It is not necessary that these documents be dated September 1988. Count only one decision per document no matter how many copies are made of the document.
- c. Classified forms that are completed (filled in) during 18-24 September 1988. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority" marking.
- d. Count each classified computer run as one item; do not count each computer produced sheet or punch card separately.

CLASSIFICATION DECISIONS 18-24 SEPTEMBER 1988			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF "ORIGINAL" DECISIONS		NUMBER OF "DERIVATIVE" DECISIONS Column 3
	Column 1 OADR	Column 2 DATE OR EVENT	
TOP SECRET			1
SECRET			111
CONFIDENTIAL			

OFFICE: _____ EXT. _____